

Roxbury Community College
COMPLIANCE COMMITTEE MEETING
MINUTES
Thursday August 13, 2009

VP Mercomes expressed concerns on how to best communicate to everyone when changes to course numbers or new courses are approved. She informed the group that any such approval must be done by the end of March to accommodate publication of the following Fall schedule. Gib believed that announcement should come from the vice president's level to all Deans and Institutional Research. Gib, along with the IT department, will handle the operational parts to implement new changes. Gib agreed to send a reminder to VP Mercomes to announce any new changes to the courses.

VP Shanks redirected the conversation back to the advising trees and asked Shonda when the trees are to be completed. Shonda reported that the top 10 trees were completed since the last meeting and the remaining trees would be completed by August 14, 2009. Gib raised an issue that even if the trees were completed it did not mean that the trees would work. From the last Compliance meeting, Gib tested the top ten trees using recent graduates to run a degree audit and there were errors in all of them. Prior to the last Compliance meeting, Gib provided a report to Lisa Jenkins to fix the trees with recommended corrections but did not get an update on such corrections.

Ray O'Rourke stated that the college had failed to implement advising trees for 3+ years since we received Department of Education's audit letter. Ray added that prior to this period the college had failed to implement the advising trees since Jenzabar implementation. VP Shanks reminded the group that the trees must be completed and asked how this could be accomplished. Gib commented that the advising trees were part of the Advising Module and responsibility and accountability should lie with the respective manager. Gib promised to re-test the trees once finished. VP Mercomes was scheduled to meet with Mark Garth later the same day to make him aware of the status.

Item #4: Short Application for DCE

This item was previously discussed earlier in the meeting.

Item #5: Problematic Grade Changes

Ray explained the financial aid ramification when a change of grade impacts attendance status. His concerns were over/under-funding of financial aid (which could result in additional bills) and students having loan issues. Ray explained that he had met with Gib and Walter Clark and that a new Change of Grade form had been created to require a Dean's signature if grade change impacted attendance status. VP Mercomes would like to see the form and asked that it be put in a "packet" for new Faculty. VP Mercomes added that awareness proper grading should be shared at the Faculty Dinner and Faculty Institute in September.

Item #6: Student Email Accounts